

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes and bubbling hot springs, cold mountain streams, winter snows and sunny summer skies, rolling sagebrush hills and vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants and cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville and Walker, which offer

a more quiet and rural way of life, with shopping in near by Gardnerville and Carson City, Nevada.

Are you tired of the big city with its crowds and pollution? Are you looking to improve your quality of life? Perhaps Mono County is the place of your dreams. If you enjoy the great outdoors, what better place to live and work than Mono County?

BENEFITS: Mono County provides generous benefits: 2% at 55 PERS (highest 12 mo.) [2.7% @ 55, 07/01/07]; medical, dental, & vision monthly premiums paid 100% for you and your dependents (80/20 plan); and deferred compensation (457 with 401 County match up to 3%). This At-Will position is given 80 hours of merit leave (in addition to 3 wks. vacation), cost of living adjustment and pay for performance in addition to the monthly salary.

TO APPLY

Application materials may be received and returned to:

County of Mono--CAO/HR

P.O. Box 696

Bridgeport, CA 93517

Telephone: (760) 932-5413

Fax: (760) 932-5411

Applications with supplemental questionnaire responses must be received with the application. Faxes will be accepted if the fax is sent to this office by the final filing date AND the original application is received within five (5) days. **FINAL FILING: FRIDAY, September 19, 2006 – 5:00 PM**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. Any questions should be directed to Human Resources

If you require ADA testing and interview accommodation, call HR at 760/932-5413.



COUNTY OF MONO



INVITES APPLICATIONS FOR

DIRECTOR OF FINANCE

**FINAL FILING
DATE:**

September 19, 2006

SALARY \$8,685/month

THE POSITION

The voters of Mono County passed a ballot measure consolidating the elected Auditor/Controller and the elected Treasurer/Tax Collector into one appointed position. This new “At-Will” Management Position is appointed by the Board of Supervisors and works closely with the County Administrative Officer. The position includes responsibility for the functions of the formerly elected County financial positions, as well as overall management of this combined Department.

Typical tasks include, but not limited to:

- Manages, plans, and provides oversight for the functions and responsibilities of the County Auditor/Controller and the County Treasurer/Tax Collector.
- Provides direct supervision, training, and overall guidance for Department staff.
- Confers with the State, local officials, and community groups on matters related to County financial and budget policies, functions, and reporting.
- Represents the County financial operations at meetings, conferences, and hearings at all levels of government to explain, interpret, and promote Department’s programs and responsibilities.
- Coordinates the activities of the Department with other agencies, departments, and organizations.
- Serves as the major resource on budget development, expenditure control, and financial analysis and projections for the Board of Supervisors, County Administrative Officer, and other County management.
- Ensures full County compliance with financial reporting, control, and record keeping legal requirements.

QUALIFICATIONS

The best qualified candidate will:

- Meet the requirements for appointment as County Director of Finance stipulated in California Government Code Section 26945 and California Government Code section 27000.7
- Possess a minimum of eight (8) years of progressively responsible experience, including five (5) years at senior management level, in a county, municipal entity, or other equivalent organization with responsibility for financial management, budget development and administration, financial reporting, financial legal compliance, and fiscal analysis and projections.

The Ideal Candidate

We are seeking applicants with an enthusiasm for, and dedication to, public service. The ideal candidate will:

- Be an approachable leader with a management style that quickly fosters trust, loyalty, and respect.
- Prefer working in a true strong team, non-territorial oriented environment.
- Think clearly under pressure, maintain a positive attitude and exercise a sense of humor.
- Skillfully communicate both orally and in writing, and make public presentations that are interesting, informative, and persuasive.
- Have a track record of demonstrated accomplishments including making tough decisions and getting things done.
- Be willing to take reasonable risks, promote creative ideas, and accept change.
- Set clear expectations; effectively monitor performance, and hold employees accountable.
- Demonstrate a clear understanding of the issues, legal mandates, and public concerns regarding the responsibilities of County Auditor/Controller and County Treasurer/Tax Collector.

THE EXAM PROCESS

The examination process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application and supplemental questionnaire(pass/fail). Those successful in this evaluation will be invited to an oral examination (weighted 100%) which may include interviews with multiple panels. If a large number of applications are received for this recruitment, *only the most qualified* applicants will be invited to participate in the examination process.

SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is expected that you will be as complete and specific as possible. Your answers should be submitted on “8 1/2 x 11” paper, preferably typed and submitted with your completed employment application.

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Describe your experience in each of the following areas: financial management, budget development and control, accounting, finance reporting, and fiscal analysis and projections.
2. Describe your management philosophy. Provide examples of how your management strategies provided for improved morale, continuous growth, and prosperity among those you have directed.
3. Describe your background and experience in providing financial consultation, timely and accurate financial information, and revenue and expenditure projections for a governing board, as well as financial services for other department managers.